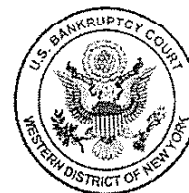# United States Bankruptcy Court
Western District of New York

Case Management/Electronic Case Filing
Readiness Checklist

Please use the following checklist to track your readiness to begin using the Case Management Case Filing System (CM/ECF). Only one form per firm is necessary.

Name: _____ Position: _____

Law Firm: _____

Mailing Address: _____ Phone No. _____/_____

#			
1.	My office has a personal computer. Minimum system requirements: • Pentium processor • 16 MB of RAM (24MB for Windows NT; 32 MB if scanning documents) • 40 MB of available hard disk space • Windows 3.1 or above -OR- My office has a Macintosh. Minimum system requirements • 68020 processor or Power Macintosh • 16 MB of RAM • 40 MB of available hard disk space • Apple System software version 7.1.2 or later	Yes ☐	No ☐
2.	A PDF- compatible word-processing program, such as WordPerfect or Word, is installed	Yes ☐	No ☐
3.	I have internet access. If it is by modem, it operates at 56 kbs or faster. High speed internet access is recommended, but NOT required (i.e., cable, DSL, etc).	Yes ☐	No ☐
4.	I have an internet service provider, using point-to-point protocol (PPP). America Online is NOT endorsed for use with ECF. It is recommended that the provider is capable of a minimum connection speed of 56 kbs.	Yes ☐	No ☐
5.	Netscape Navigator version 4.6x or 4.7x or Internet Explorer 5.5 is installed.	Yes ☐	No ☐
6.	I have Adobe Acrobat software version 4.0 or greater (Acrobat reader and writer) to convert documents form word processing format to PDF format.	Yes ☐	No ☐
7.	If I am planning to scan documents, I have a scanner wither attached or networked to the computer intended for CM/ECF use.	Yes ☐	No ☐
8.	I have a PACER login and password.	Yes ☐	No ☐
9.	I have my Credit Card Authorization form on file with the Clerk's Office.	Yes ☐	No ☐

Please contact Jane Murphy (585)263-3148 or Jane_Murphy@nywb.uscourts.gov if you have any questions about this checklist.

Please return this checklist along with your registration form to:
U.S. Bankruptcy Court, Attn: Jane Murphy
1220 U.S. Courthouse
100 State Street
Rochester, NY 14614